Tuesday, December 2, 2014

General Manager (part time)

Company: Big Dance Theater
Location: Brooklyn, NY
Compensation: Salary will be hourly and commensurate with experience.

Big Dance Theater is looking for a part time General Manager who will report to, and work closely with, its Artistic Director, Producer and Production Manager. The General Manager will act as the company's main administrator and the role will include company management, bookkeeping and financial tracking, public relations, individual giving, and general institutional administration. The job will be approximately 10 hours per week, except during heavy production times. Salary will be hourly and commensurate with experience. Specific duties include:

Company Management

Execute design and performer contracts

Communicate with performers and designers on rehearsal schedules

Book Rehearsal space

Oversee travel, hotels, per diem, visas, etc when the company is on tour

Assist Artistic Director and Producer on special projects as they come up

Bookkeeping

Make Deposits, pay bills, execute wire transfers, and write checks

Reconcile accounts monthly

Oversee Payroll

Produce 1099s

Reconcile Credit card, bank statements, and petty cash

Work with Auditor on year-end statements

Development

Creation Circle: communicate with existing and find new high-level individual donors

Acknowledge all individual gifts

Keep track of funder lists for programs and website

PR

Maintain social media: Instagram, Facebook, Twitter accounts, Eblasts (in conjunction with Producer)

Maintain company website

Finance and Operations (with Board Treasurer)

Budgeting for Organization (maintain general operating budget, cash flow, budget oversight)

Governance

Conduct Annual Board Meeting

Oversee Insurance - Workers Comp, General Liability, etc

Oversee Internships

Big Dance Theater
Brooklyn, NY
www.bigdancetheater.org

For more information:
Aaron Rosenblum, Producer
aaron@bigdancetheater.org